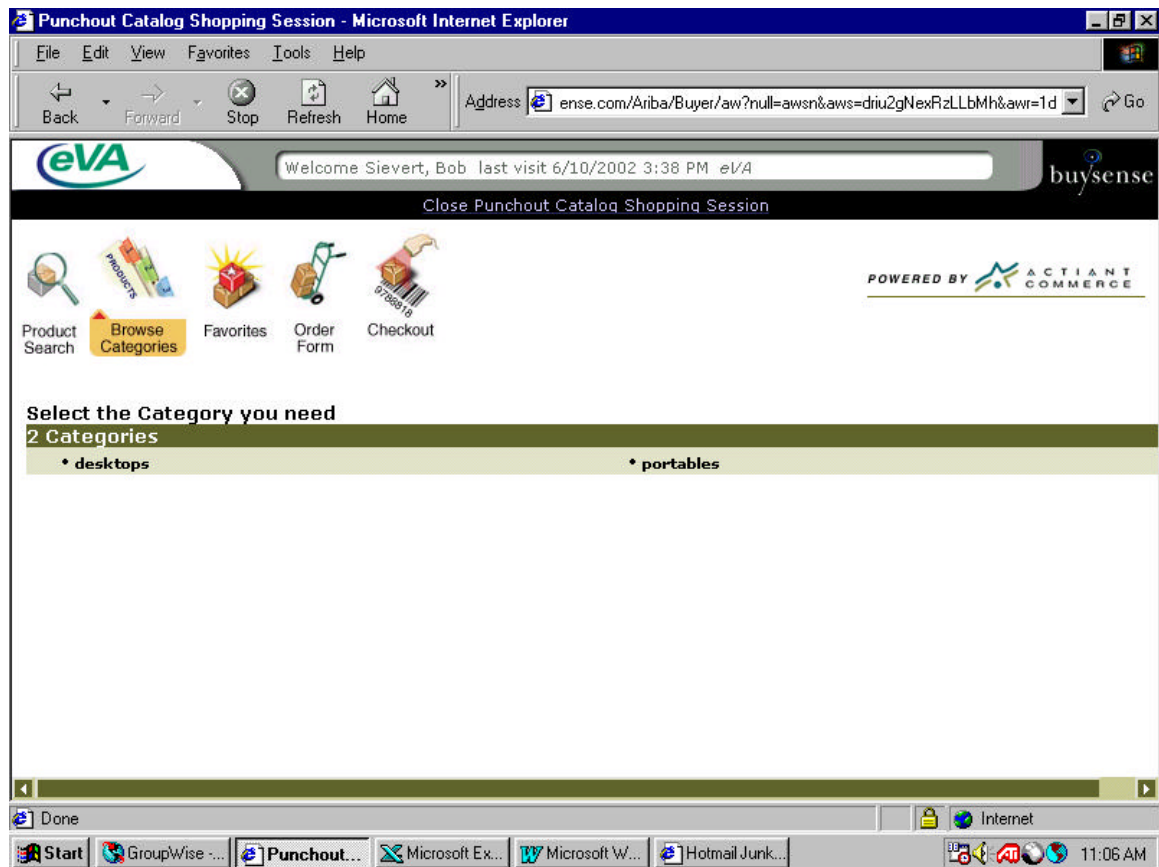


Navigational Instructions - Gateway Punchout Catalog

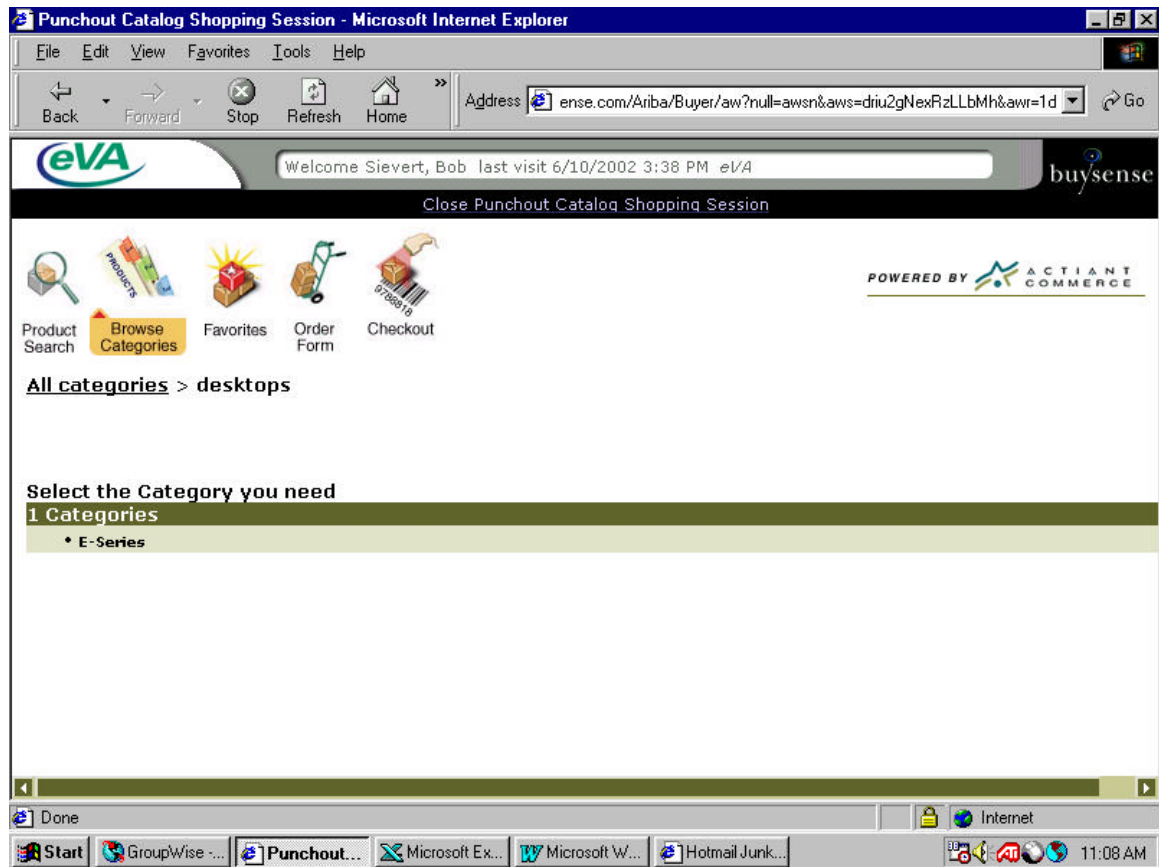
After **clicking** *Buy from Supplier* for the Gateway Catalog you should see the Gateway Product Categories Page:



Select the Category that you need. For this example we will select 'desktops' by **clicking** the *desktops* link in the page above.

Navigational Instructions - Gateway Punchout Catalog

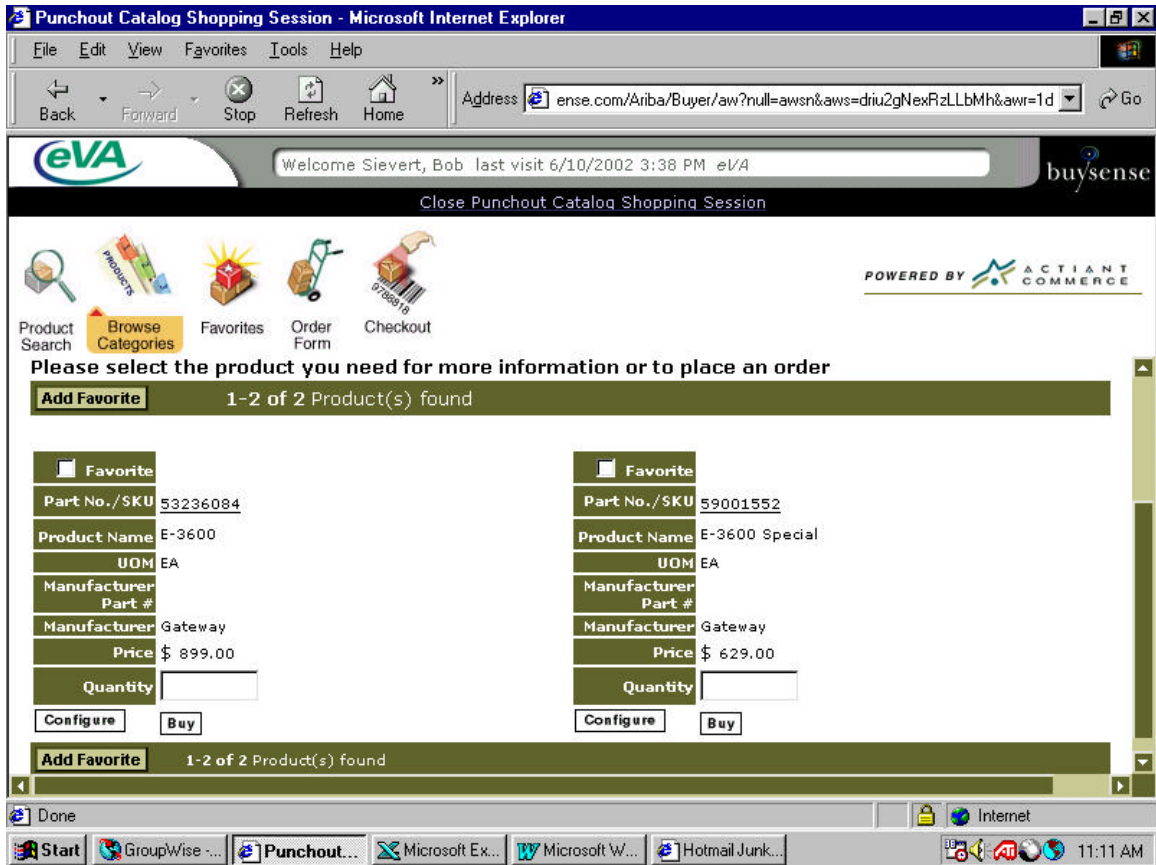
Some items may have many sub-categories, in this case we only have 1 (E-Series).



For this example we will select the 'E-Series' category by **clicking** *E-Series*.

Navigational Instructions - Gateway Punchout Catalog

You should now be on the Product page.

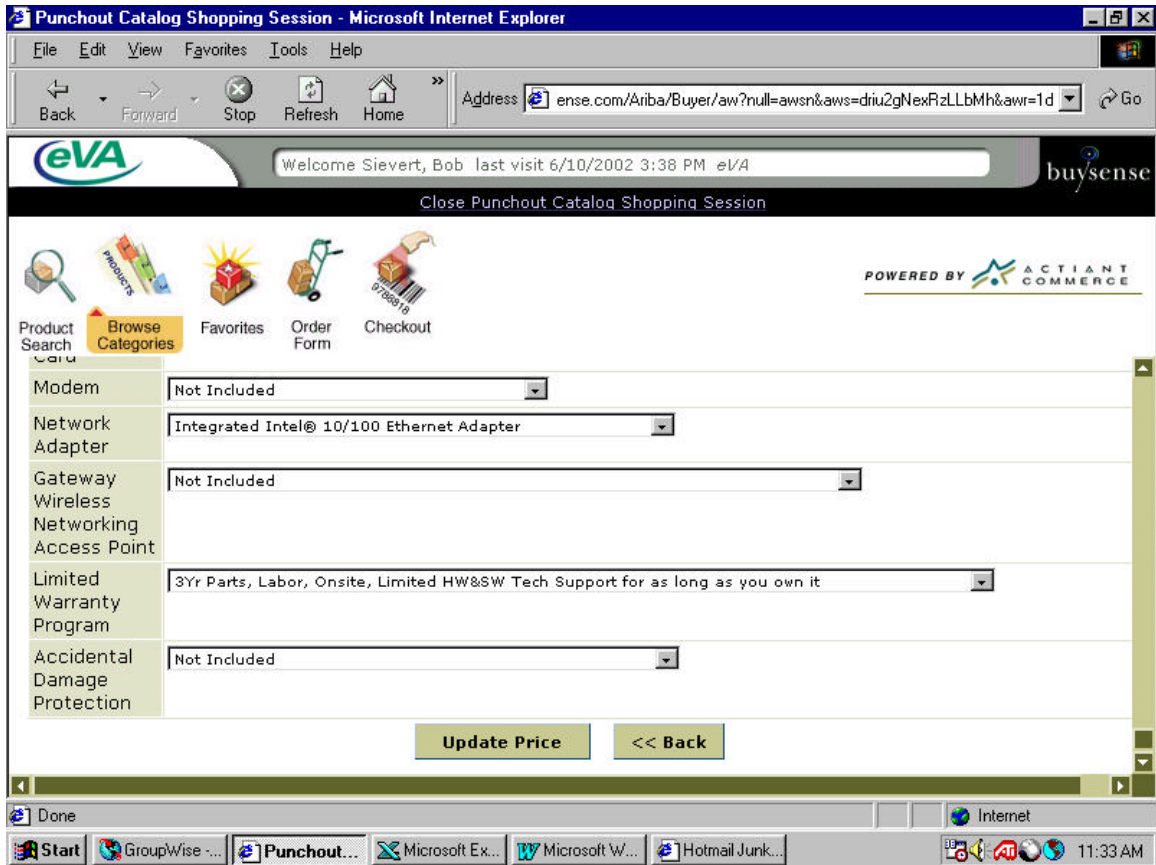


Next you must configure your product. **Click** *Configure* to continue.

Note: You can add the product to a favorites list maintained by Gateway for frequent same model shopping. **Click** the check button next to *Favorite* and then **click** *Add Favorite* to update your personal list.

Navigational Instructions - Gateway Punchout Catalog

You are now on the Product Configuration page.



Set the product quantity at the top and scroll through this page to configure your item. When finished configuration **click** *Update Price*.

Navigational Instructions - Gateway Punchout Catalog

The new updated price and quantity are shown below.

Punchout Catalog Shopping Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Address: ense.com/Arriba/Buyer/aw?null=aws&aws=driu2gNexRzLLbMh&awr=1d Go

eVA Welcome Sievert, Bob last visit 6/10/2002 3:38 PM eVA **buysense**

Close Punchout Catalog Shopping Session

Product Search Browse Categories Favorites Order Form Checkout

Quantity : 1 **Continue** **Update Price** << Back

Product Details

Product Name	E-3600
UOM	EA
List Price	\$899.00
Configuration Price	\$2,154.00

Detail Description

CIS Options

- ☐ Custom Software Download/Image (software media and licensing additional) (minimum of 20 units required) (Add - \$45.00)
- ☐ Custom Hardware Installation (excludes cost of hardware) (minimum of 20 units required) (Add - \$22.00)
- ☐ Asset Tagging (CPU only) (minimum of 20 units required) (Add - \$18.00)
- ☐ Asset Tagging (each additional external component) (minimum of 20 units required) (Add - \$0.00)

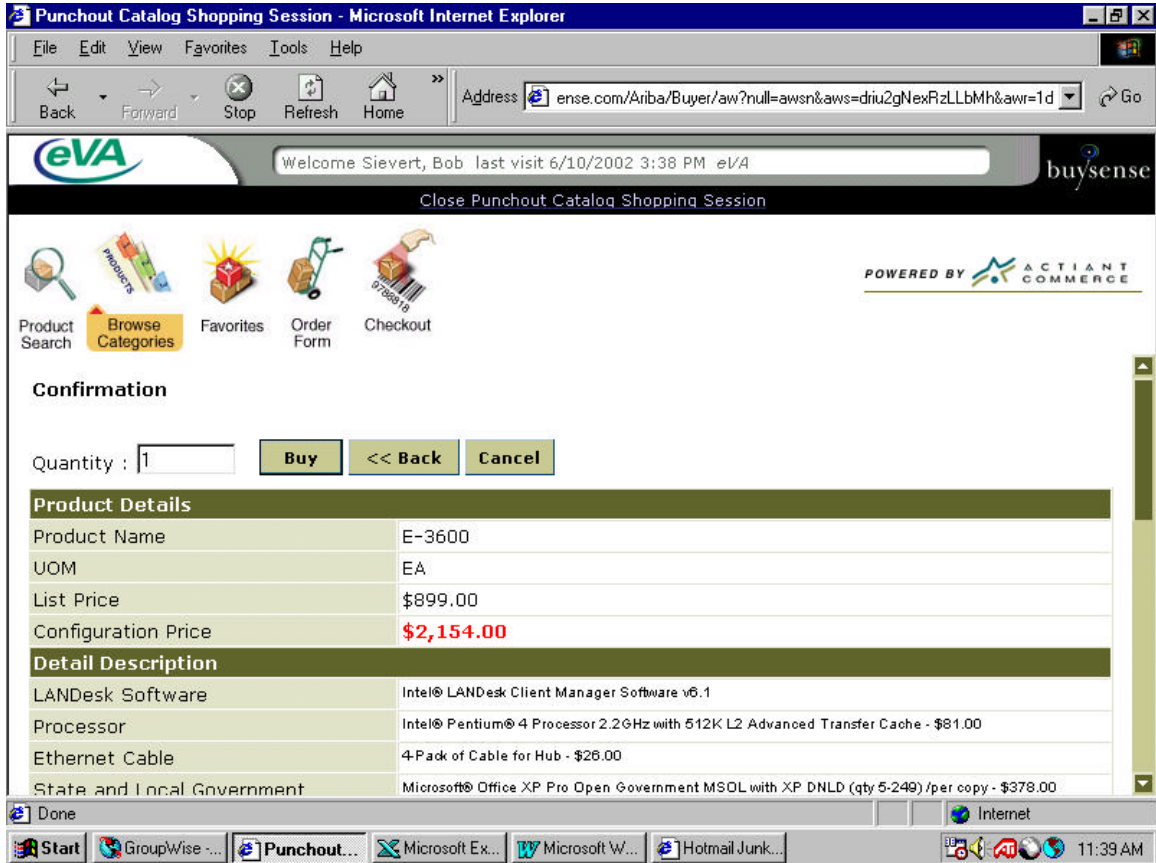
Done Internet

Start GroupWise ... Punchout... Microsoft Ex... Microsoft W... Hotmail Junk... 11:38 AM

Click *Continue* to advance to the confirmation page.

Navigational Instructions - Gateway Punchout Catalog

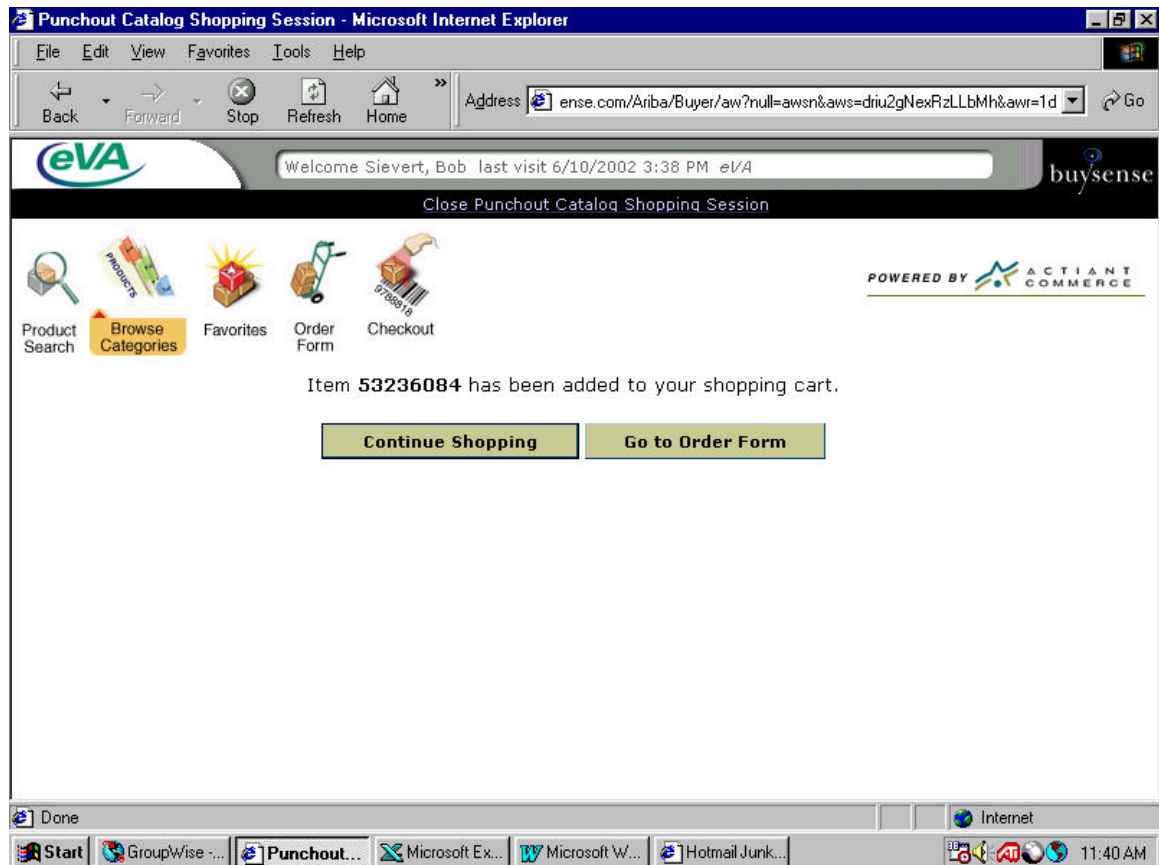
You are now ready to Confirm your order.



To continue **click Buy**.

Navigational Instructions - Gateway Punchout Catalog

Your shopping cart with Gateway has been updated.



You can either 'Continue Shopping' or 'Go to Order Form'. In this example we will return to the order form by **clicking** *Go to Order Form*.

Navigational Instructions - Gateway Punchout Catalog

You are now at the Order Placement (summary page).

Punchout Catalog Shopping Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Address: ense.com/Ariba/Buyer/aw?null=awsn&aws=driu2gNexRzLLbMh&awr=1d Go

eVA Welcome Sievert, Bob last visit 6/10/2002 3:38 PM eVA/buysense

Close Punchout Catalog Shopping Session

Product Search Browse Categories Favorites Order Form Checkout

You are Currently Viewing Shopping Cart # 103169
Date: 06/11/2002
Customer: Virginia -production
Buyer: Virginia

SHOPPING CART DETAIL

Prod # /SKU	Product Name	UOM	Price	Qty	Line Total		
53236084	E-3600	EA	\$899.00	1	\$2154.00	Update	remove
Subtotal:					\$2154.00		

Process Order **Cancel Order**

Done Internet

Start GroupWise ... Punchout... Microsoft Ex... Microsoft W... Hotmail Junk... 11:41 AM

Click *Process Order*.

Navigational Instructions - Gateway Punchout Catalog

You are now at the Summary/Send order page.

Punchout Catalog Shopping Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Address: ense.com/Ariba/Buyer/aw?null=awsn&aws=driu2gNexRzLLbMh&awr=1d Go

eVA Welcome Sievert, Bob last visit 6/10/2002 3:38 PM eVA **buysense**

Close Punchout Catalog Shopping Session

Product Search Browse Categories Favorites Order Form Checkout

POWERED BY ACTIANT COMMERCE

Please complete the additional information required.

ORDER SUMMARY

Date: 06/11/2002 Customer: Virginia -production
Buyer/Requisitioner: Virginia Order ID: 1944

ORDER DETAIL

Part #/SKU	Product Name	UOM	Price	Qty	Line Total
53236084	E-3600	EA	\$ 899.00	1	\$ 2154.00
Subtotal:					\$ 2154.00

Send Order

Done Internet

Start GroupWise ... Punchout... Microsoft Ex... Microsoft W... Hotmail Junk... 11:42 AM

Click *Send Order* to return to eVA.

Navigational Instructions - Gateway Punchout Catalog

You should now be returned to the eVA - 'View Line Items' page where you can check your line items for accuracy and continue with your requisition.

